



JERRY SANDERS
Mayor

September 17, 2007

Number U8006

The City of San Diego is accepting resumes for the unclassified position of

DEPUTY DIRECTOR, COLLECTION SERVICES

Salary Range: Dependent on qualifications and experience.

Recruitment: Open to all Qualified Candidates.

Filing Deadline: **Open until filled.** Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals. This interview process may be used to fill future unclassified positions within the department.

The Position:

Under the general direction of the Environmental Services Department Director, the Deputy Director is responsible for directing and coordinating the operational and managerial activities of the Collection Services Division. The Division is responsible for the planning and implementation of the collection of refuse, recyclable commodities and yard waste. This division provides weekly residential refuse collection to 321,000 households and small businesses, biweekly curbside collection of recyclable commodities to 276,000 households, biweekly yard waste collection to 193,000 households, and maintenance of street litter containers in business districts.

The Division has a Fiscal Year 2008 budget of approximately \$56 million and consists of approximately 240 employees. This year, crews will collect nearly 500,000 tons of trash and source separated recyclables from 321,000 residences and small businesses in San Diego. The City employs an automated system in which trash is loaded with special trucks using a hydraulic arm and grabber.

The Division has recently undergone a business process reengineering effort to redesign work processes for improved effectiveness and cost efficiency. The City is seeking an individual who can implement the process and organizational changes resulting from business process reengineering, develop and mentor staff and continually improve the Division's operational effectiveness.

Qualifications:

The ideal candidate will possess the following qualifications:

- Demonstrated ability to direct and manage a major operating division;
- Demonstrated skills in streamlining work processes (activities, services or functions) for substantial improvement, cost savings and improved delivery of service;
- Demonstrated leadership in solving complex problems by using a high degree of sensitivity, tact and diplomacy;
- Strong financial and analytical background to manage two enterprise fund budgets and one general fund budget;
- Demonstrated ability to comprehend, analyze and transmit sensitive and complex information quickly and effectively;

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- Ability to work independently while exercising good judgment and decision making skills;
- Excellent written and verbal communication skills;
- Strong business and political acumen to work effectively with front line employees, high level administrators, customers and regulatory agencies;
- Active and genuine commitment to managing diversity in the workplace and encouraging high performing teams;
- Strong interpersonal leadership skills, with the ability to successfully interact with a wide variety of stakeholders; and
- A commitment to public service, responsible stewardship and innovation in government.

Any combination of education and experience that demonstrates these qualifications may be qualifying. A typical way to demonstrate these qualifications would be a Bachelor's Degree in business administration, public administration, finance or a closely related field, and five years of progressively responsible management experience in a public and/or private sector that demonstrates the ability to provide managerial direction in a challenging environment. An advanced degree is highly desirable.

Management Compensation and Benefits:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan (\$4,000 to \$10,690 annual value for FY 2008 depending on benefit plan coverage chosen) which offers several optional benefit plans or a taxable cash option, supplemented by the City's Management Benefit Plan (\$3,000 annual value); paid annual leave accruing at 22 days per year for the 1st through the 15th year(s) of service; defined benefit City retirement system (2.5% at 55) with CalPERS reciprocity for applicants with eligible service; and optional deferred compensation and 401(k) programs. All employees must join the City's supplemental pension savings plan with a minimum required contribution of 3.00% of salary (however, the City will match salary contributions up to 6.05%).

Selection Process:

To be considered for this position, please submit two copies of your current resume, a letter of interest highlighting your relevant work experience, and a list of three work related references to: The City of San Diego, Personnel Department, Employment Information Center, 1200 Third Avenue, Suite 101A, MS 51P, San Diego, CA 92101, in an envelope marked ***CONFIDENTIAL: Unclassified Recruitment – Deputy Director, Collection Services Division*** or email to PersonnelUnclassified@sandiego.gov. **EOE/ADA.**



Rich Snapper
Personnel Director

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• THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT •
"WORKING HARD TO KEEP SAN DIEGO WORKING" by providing "America's Finest Service for America's Finest City"

All City employees are expected to be courteous, knowledgeable, and prompt in all the services we extend to both internal and external customers.